

The SECRETARY is the transcriber of the chapter meetings and correspondence.

The secretary:

- . Maintains compliance with ABWA National and Chapter Bylaws, rules, policies and procedures, and ABWA Proud Code of Conduct.
- . Records the minutes of all meetings of the chapter and its executive board. Minutes should include the number of members in attendance.
- . Conducts general correspondence for the chapter and shares correspondence with the membership at the president's request.
- . Provides one copy of the minutes to the president and sends a monthly meeting report to ABWA National. Report can be sent to ABWA National via e-mail to *abwa@abwa.org* or by submitting meeting report cards.
- . Obtains approval of chapter minutes from the membership and approval of executive board minutes from the board.
- . Prepares reports of meetings of the executive board and provides a summary to the membership.
- . Preserves in a permanent file all minutes and records of value to the chapter. Minutes are retained for seven years.
- . Maintains a roster of officers, committee chairs and committee members, and reports changes to the chapter and ABWA National.
- . Receives payment of and gives receipts for chapter dues or other monies in the absence of the treasurer.
- . Turns over all payments accompanied by an itemized report to the treasurer.
- . Presides at chapter meetings in the absence of the president and vice president.
- . Reports all status, name and address changes to the chapter and ABWA National.
- . Helps ensure the vitality of her chapter by recruiting and retaining new members.